




## Applicant Guide

### TEDF – Category F

## Acronyms

3R -	Resurfacing, Restoration and Rehabilitation
4R -	New Construction/Reconstruction
AASHTO -	American Association of State Highway and Transportation Officials ( <a href="https://www.transportation.org/">https://www.transportation.org/</a> )
ACUB -	Adjusted Census Urban Boundary
ADT -	Average Daily Traffic
CE -	Construction Engineering
CFR -	Code of Federal Regulations
CS -	Control Section
DHV -	Design Hour Volume
FHWA -	Federal Highway Administration
FY -	Fiscal Year
GI -	Grade Inspection
GVW -	Gross Vehicle Weight
	Link to application guidance document
LAP -	Local Agency Programs ( <a href="http://www.Michigan.gov/MDOTLAP">www.Michigan.gov/MDOTLAP</a> )
LOS -	Level of Service
MDOT -	Michigan Department of Transportation ( <a href="http://www.Michigan.gov/MDOT">www.Michigan.gov/MDOT</a> )
MERL -	Michigan Engineer's Resource Library ( <a href="http://www.Michigan.gov/MDOTLAP">www.Michigan.gov/MDOTLAP</a> )
MGS -	MDOT Grant System
MPO -	Metropolitan Planning Organization
NFC -	National Functional Classification
OED -	Office of Economic Development
PA -	Public Act
PASER -	Pavement Surface Evaluation and Rating System
PE -	Preliminary Engineering (also known as Design Engineering)

PM -	Preventative Maintenance
PMS -	Pavement Management System
PR -	Physical Reference
ROW -	Right of Way
RTF -	Rural Task Force ( <a href="https://www.Michigan.gov/MDOT/0,4616,7-151-9621_17216_54903---,00.html">https://www.Michigan.gov/MDOT/0,4616,7-151-9621_17216_54903---,00.html</a> )
(S)TIP -	State Transportation Improvement Plan (STIP) or individual MPO Transportation Improvement Plan (TIP) ( <a href="https://www.Michigan.gov/MDOT/0,4616,7-151-9621_14807_14808---,00.html">https://www.Michigan.gov/MDOT/0,4616,7-151-9621_14807_14808---,00.html</a> )
TEDF -	Transportation Economic Development Fund
TMA -	Transportation Management Area
TSC -	Transportation Service Center
U.S.C. -	United States Code

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**We strongly recommend reviewing the entire guide before starting to prepare an application using the MDOT Grant System (MGS). We also strongly recommend reviewing the entire TEDF Category F application guide before starting to prepare an application using MGS.**

## Section 1 - Program Overview

The Transportation Economic Development Fund (TEDF) was enacted in December 1987 to provide supplemental funding to meet economic development demands placed on highways, roads, and streets. The fund was reauthorized with revisions in 1993.

The TEDF is available to state, county, and city road agencies for immediate highway needs relating to a variety of economic development issues. The fund provides an option for meeting the often critical and urgent demands of economic development on the transportation system.

The TEDF is structured to provide a broad variety of funding needs. There are several categories of projects eligible for TEDF assistance. This applicant guide is designed to assist agencies seeking funding from the Category F program for road projects that enhance the state’s all-season road network.

Funding sources for the TEDF as a whole are outlined under Section 10 (1) (j) of Public Act 51 of 1951, as amended, and Section 819 (1) of Public Act 300 of 1949, as amended. Sources of these funds are taxes paid at the gas pump by motorists and driver’s license fees. The distribution of these funds within the TEDF is outlined in Section 11 (2) of Public Act 237 of 1987, as amended. As an example of this distribution, a chart showing the distribution of 2018 TEDF appropriated funds is shown below:

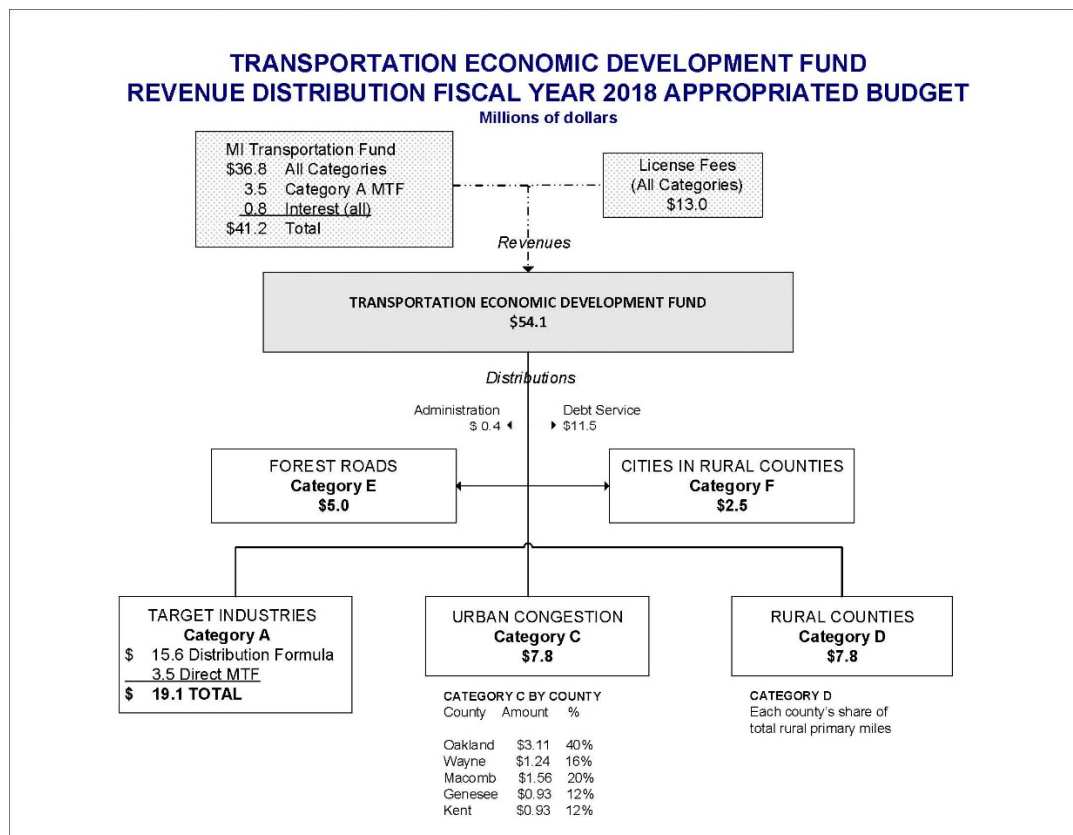


Figure 1 - Distribution of TEDF Funds Diagram

## TEDF Program Mission

To enhance the ability of the state to compete in an international economy, to serve as a catalyst for economic growth of the state, and to improve the quality of life in the state.

## TEDF Category F Program Goal

To provide system continuity with the secondary all-season road system.

## TEDF Category F Objectives

- Projects that are coordinated with the secondary all-season system (TEDF Category D) and/or provide all-season routes within urban areas of rural counties.
- Improve all-season capabilities on routes having high commercial traffic.
- Improve access to the state trunkline system.

## TEDF Category F Eligibility Criteria

Eligible recipients are county, city, and village road agencies within counties with a population of 400,000 or less.

The project must be on a road eligible for federal aid in urban areas from 5,000 to 400,000 in population (137 eligible municipalities and 52 eligible counties).

The project must be located within the federal Adjusted Census Urban Boundary (ACUB) of an urban area with a population of 5,000 or greater.

The project must be for improvements to federal-aid roads and streets under county or city/village jurisdiction.

Eligible costs include costs normally associated with highway construction projects. Engineering and right-of-way (ROW) acquisition costs are not eligible.

A minimum local match of 20 percent is required. Preliminary engineering, ROW costs, and construction engineering costs may not be used to satisfy the match requirements.

### Maximum Grant Amount

\$375,000

### Application Process

Each spring, the Michigan Department of Transportation (MDOT) Office of Economic Development (OED) solicits applications from eligible agencies. A link (<https://milogintp.michigan.gov/>) to the application is available on the TEDF Category F website during the annual call for projects.

We also strongly recommend reading the entire guide before contacting the OED. After reading the guide, if more information is needed, contact the OED at 517-335-1069 or go to [www.Michigan.gov/TEDF](http://www.Michigan.gov/TEDF).

## Section 2 - Developing a Competitive Application

Note: This section is intended to provide a potential Category F applicant with a comprehensive viewpoint for developing a competitive grant application. The Category F Program Overview document can be found at: [https://www.Michigan.gov/documents/mdot/CatF\\_ProgramOverviewFlyer2015\\_485360\\_7.pdf](https://www.Michigan.gov/documents/mdot/CatF_ProgramOverviewFlyer2015_485360_7.pdf).

A short summary of Category F eligibility criteria can be found at: [https://www.Michigan.gov/documents/mdot/CatF\\_EligibilityFlyer2015\\_485361\\_7.pdf](https://www.Michigan.gov/documents/mdot/CatF_EligibilityFlyer2015_485361_7.pdf)

Applications for Category F grant funding are accepted once per year by the OED. This section of the applicant guide highlights some of the factors to examine when developing a grant application and provide guidance on the information that needs to be considered prior to application submission. For information on the specific data that is required to complete an online application, please see Section 3 -

Submitting an Application in MGS (MDOT Grant System) .

The TEDF Category F Program is a competitive grant program. There are many factors that are considered during the grant application review and scoring process. For information on that process, see Section 4 – Review and Scoring Process.

## Applicant Responsibilities

Before submitting a Category F application, a potential applicant can determine if a specific road is eligible for Category F funding by accessing the MDOT National Functional Classification website at <http://www.mcgi.state.mi.us/nfc/>. Category F funding can only be spent on federal aid-eligible roads. Eligible federal-aid roads include: Principal Arterial, Minor Arterial, Major Collector and Minor Collector. A road classified as “local” is not eligible. For more guidance on eligible federal-aid roads, MDOT provides guidance at [https://www.Michigan.gov/MDOT/0,4616,7-151-11151\\_11155-25881--,00.html](https://www.Michigan.gov/MDOT/0,4616,7-151-11151_11155-25881--,00.html)

In addition, a potential applicant can also directly contact the Category F grant coordinator, Matt Wiitala, at 517-241-2152, [WiitalaM@Michigan.gov](mailto:WiitalaM@Michigan.gov).

The following are a list of factors to consider when applying for a grant:

### **Provide Complete Information**

Only complete applications will be considered for funding.

### **Impact on Existing State Trunkline Roads**

As mentioned under Competitiveness Factors later in this document, improving the secondary all-season access to the state trunkline system is an important Category F application consideration. In addition, consider whether the proposed road project will have an impact on the existing state trunklines in the immediate area. It is worth discussing with the Transportation Service Center (TSC), especially if MDOT has a planned trunkline project that the Category F project could be coordinated with. If so, contact the appropriate MDOT TSC to discuss whether the proposed Category F application will have an impact on a state trunkline or coordinated with a planned MDOT project that may be near the proposed Category F project. You can find your TSC at <https://www.Michigan.gov/MDOT/0,4616,7-151-9623-36042--,00.html>.

### **Costs in Excess of Approved Amount**

Category F grants are capped at a maximum request of \$375,000. Costs in excess of the approved grant amount are the responsibility of the road agency having jurisdiction over the roadway. Payments from this fund will be based on actual construction bid pay items, up to the grant amount approved and per the approved grant/match ratio in the state-local cost-sharing agreement.

### **Property Ownership**

Applicants will be expected to certify that the local road agency has legal and physical possession of all the property necessary for the construction, operation and maintenance of the project.



## **Property Acquisition**

If property is acquired to construct the project, applicants must certify that the acquisition was done according to the following:

Federal Uniform Relocation Assistance and Property Acquisition Policies Act of 1970, as amended, including:

- Provisions of 23 USC, CFR and 49 CFR; and
- Provisions of P.A. 1980. No. 87, as amended.

## **Maintenance of Project**

Once constructed, applicants will be expected to maintain the improved facility. This requirement is addressed in the state-local cost-sharing agreement between MDOT and the local road agency.

## **Commercial Traffic**

If a project is funded with any category of TEDF funding, no vehicle legal to operate in Michigan may be restricted from using the roadway at any time of the year.

## **Time Limit to Start Project**

Unless an extended schedule is permitted at the time of application approval, the construction contracts of all road projects funded with Category F funds must be initiated within two years of the grant award. Projects not initiated within that timeframe may be rescinded.

## **Eligible Applicants**

Eligible recipients are county, city and village road agencies within counties with a population of 400,000 or less. Additionally, the project must be located within the federal ACUB of an urban area with a population of 5,000 or greater. A list of eligible agencies can be found at [https://www.Michigan.gov/documents/mdot/Urbanized\\_areas\\_for\\_website\\_per\\_2010\\_Census\\_454253\\_7.pdf](https://www.Michigan.gov/documents/mdot/Urbanized_areas_for_website_per_2010_Census_454253_7.pdf).

Proposed projects must be on the federal aid system under the jurisdiction of county, city and village road agencies. Roadways under state jurisdiction (including I, M and US routes) are ineligible for Category F funding.

Specific ACUB and road information to determine eligibility can be found by using the MDOT National Functional Classification website at <http://www.mcgi.state.mi.us/nfc/>.

## **Maximum Grant Amount**

Category F grants are capped at a maximum request of \$375,000.

## Match Requirements

A minimum local match of 20 percent is required. Overmatch is encouraged and will be considered when evaluating grant requests. Ineligible costs cannot be applied to the match calculation.

## Schedule and Timeline

Each spring, the OED issues a call for projects, via e-mail, from eligible city, village and county agencies. A link to the application is available on the TEDF Category F website ([www.Michigan.gov/TEDF](http://www.Michigan.gov/TEDF)) during the annual call for projects.

## Eligible Costs

A detailed engineer's estimate is a requirement of your grant application. The engineer's estimate must have a section for participating costs, which are those costs that are eligible for support from the TEDF Category F Program. Note: The engineer's estimate does not have to be done in Michigan Engineers' Resource Library (MERL).

Participating costs are considered scope items associated with the road project that have been approved by the OED. There may be work within the overall project that is not eligible for support from the TEDF Category F Program. Those non-participating costs should be compiled in a separate non-participating section of the overall project budget. The following project costs are generally considered to be ineligible, unless otherwise approved by the OED:

- Audio-visual survey
- Staking
- Water or sewer
- Drainage capacity not necessary to drain the roadway itself
- Utility relocation
- Sidewalk or nonmotorized trail
- Streetlighting
- Landscaping
- Any work outside of the approved grant project limits

Note: It is possible that some of these items may be eligible due to displacement by the road project. Please discuss any questionable project items with the Category F grant coordinator.

Please be sure to estimate your project cost as accurately as possible in your application. If you receive a grant funding award, it will be based on the information included in the application. Once the grant is awarded, it is capped and may not be increased. The local agency will be responsible for all cost overruns or any additional costs needed to complete the approved project scope.

## Competitiveness Factors

A competitive Category F application project is one that meets one (or more) of the following program objectives and provides funding for transportation projects that:

**Coordinates with the secondary all-season system (TEDF Category D) or provide all-season routes within a city.** In the application, information is specifically requested as to how the roadway project will be coordinated with the secondary all-season system (TEDF Category D-funded projects). In addition, information is requested on which all-season road(s) the proposed Category F project will provide linkage. This factor looks at the specific route within the secondary all-season road network where Category F funding is sought.

**Improves all-season capabilities on routes having commercial traffic.** This factor applies to the current roadway condition of the proposed Category F roadway project. Extra consideration is given to routes that are not currently built to all-season standards but, if improved using Category F funds, would provide the final link in creating a secondary all-season road network. The amount of commercial traffic is also important. The percentage of commercial traffic using the roadway and density of commercial generators in the vicinity are important factors in determining the necessity of Category F funding. In addition, an applicant must identify which types of commodities are hauled by commercial vehicles within the proposed project limits to help make the case for Category F funding.

**Improves access to the state trunkline system.** Consideration is given to secondary routes providing direct (or near-direct) access to state trunklines. One example is a secondary route that connects two trunklines. Another example is a secondary route that connects directly to the entrance or exit ramp(s) of an interstate.

The following application guidance will cover submitting a Category F application using the MDOT Grant System (MGS)

## Section 3 - Submitting an Application in the MDOT Grant System (MGS)

**Important:** For security purposes, MGS automatically logs you out after 59 minutes of inactivity. **Save your application early and often.** Failure to do so may result in the loss of information.

### Introduction


The TEDF Category F Program accepts applications once a year, starting in late winter. Funding decisions are typically made in late fall of the year in which they were submitted. Please note that the current Category F call for projects is for two years in to the future. For example, the 2020 Category F call for projects was opened in spring 2018, with funding decisions made at the end of the 2018 calendar year. Therefore, projects selected for funding will have adequate time to be planned and designed to meet a 2020 construction schedule.

The purpose of this section is to provide the applicant with guidance on filling out the application accurately and completely.

Please review this section completely before you begin filling out the application. Once you begin the application process, if you have any questions, please contact Matt Wiitala, the Category F grant coordinator, at 517-241-2152 or [WiitalaM@Michigan.gov](mailto:WiitalaM@Michigan.gov).

To create a Category F application, an applicant preparer must already have an MGS user account. Instructions for creating an MGS user account can be accessed at [https://www.Michigan.gov/documents/mdot/MGS\\_InstructionsMILogin\\_-\\_Applicant\\_525138\\_7.pdf](https://www.Michigan.gov/documents/mdot/MGS_InstructionsMILogin_-_Applicant_525138_7.pdf). Additional MGS user account setup information can be found in the appendix.

### Additional Guidance Within Application

Note that on each tab of the application, there is a blue  in the upper left corner of each tab. This is a link to a document that provides additional guidance on what is needed to satisfy the requirements of that tab. For example, the guidance for the documents tab lists each document that is required as part of the application. Failure to upload a document of each required type will prevent submission of the application. Please refer to these guidance documents for assistance in successfully filling out the grant application.

### Description Tab

The first tab in the application is the Description tab, which contains basic questions about this specific segment of the proposed roadway project. As some applications include more than one segment, an applicant may be required to complete more than one description tab.

*Applicant Agency:* From the dropdown menu, choose the appropriate agency type. Note: only the City/Village and County Road Agency types are applicable for Category F applications.

*Grant Applicant:* Type in the name of the applicant agency (e.g., Dickinson County Road Commission, City of Mt. Pleasant, etc.).

### Applicant Information

Application Details - TEDF 794.01 • City of Monroe • East Front Street • Open

Description | Contacts | Documents | Budget | Schedule | Summary

Save | Print

\*= Required to Save

Complete the information on the tabs, and then submit the application from the Summary tab.  
Click on the symbol on each tab to display application requirements.

**Applicant Information**

\*Applicant Agency:

\*Grant Applicant:   
e.g. Baraga CRC or Lansing

Figure 2 - Applicant Agency Information

## Project Location

**County:** From the dropdown menu, select the appropriate county where majority of the project will occur.

**Region:** Will self-populate based on county selected.

**City/Village or Township:** Select appropriate button, then from dropdown menu select appropriate municipality where majority of the project will occur.

**Zip Code:** Type in the primary zip code for project location.

**Route No./Street Name/Facility Name:** Type in the road name of the proposed project location.

**Project Limits:** Type in the nearest cross streets to the location of the proposed project. If appropriate, use the distance in feet from the nearest cross street. Examples:

“Westwood Avenue to Evergreen Court”

“100th Avenue to Sycamore Street”

“1,000 feet east of Range Road to a quarter-mile west of Michigan Road”

**Length:** Type in the project length to the nearest tenth of a mile.

**Physical Reference (PR) Number(s):** Use the PR Finder tool to locate your project’s PR number or use the Add button to type in the PR number if you know the number. Additional guidance on using the MDOT PR Finder tool to determine the PR is found in the appendix.

A PR number is part of a statewide referencing system to uniquely identify any point or section of roadway within Michigan’s transportation network.

If you know the PR number, you may use the Add button to type in the PR number. If you do not know the PR number, click on the PR Finder hyperlink to access the PR Finder tool. Please see the appendix for information on how to use the PR Finder tool to determine the PR number for the project location.

**MPO:** From the dropdown menu, choose the appropriate metropolitan planning organization (MPO), if applicable.

TMA: From the dropdown menu, choose the appropriate transportation management area (TMA), if applicable, or choose Rural if not in a TMA.

A TMA is an urbanized area with a population more than 200,000, as designated by the U.S. Department of Transportation. If work is proposed within a TMA boundary, select the applicable TMA from the dropdown menu. Select Not in TMA if the work is proposed for outside a TMA. To determine if your project is located within an MPO or TMA, refer to:

<https://hepgis.fhwa.dot.gov/fhwagis/ViewMap.aspx?map=MPO+Boundaries%7CMPO+Boundary>

RTF: The rural task force (RTF) number will automatically populate based on providing the project location information, specifically by selecting the county and the appropriate city, village or township.

To determine the correct RTF for the proposed project, go to

[https://www.Michigan.gov/MDOT/0,4616,7-151-9621\\_17216\\_54903---,00.html](https://www.Michigan.gov/MDOT/0,4616,7-151-9621_17216_54903---,00.html).

Legislative Information: Select the appropriate legislative district for state senator, state representative and U.S. representative. If the project crosses legislative district lines, additional districts must be selected.

If you need help identifying your legislative districts, refer to [https://www.Michigan.gov/SOS/0,4670,7-127-1633\\_8721-265785--,00.html](https://www.Michigan.gov/SOS/0,4670,7-127-1633_8721-265785--,00.html).

## Project Location

**Project Location**  
Please select the location where the majority of the project is located

\*County: 

-- Select --

Region:  
Prosperity Region:  

☐ City/Village

☐ Township

Zip Code:

\*Route No./Street Name/Facility Name:

\*Project Limits (use nearest cross streets):

Length (to nearest tenth of a mile):

Physical Reference Number(s): [PR Finder](#)  

Physical Reference #

Add

Delete

MPO (Metropolitan Planning Organization): 

-- Select --

TMA (Transportation Management Area): 

-- Select --

RTF (Rural Task Force):

Legislative Information

State Senator

-- Select --

+

State Representative

-- Select --

+

U.S. Representative

-- Select --

+

Figure 3 - Project Location Information

## Project Description

In the text box, describe the transportation project TEDF (Category F) funding is being requested for. If this project is associated with another grant proposal (such as federal Small Urban funding), please identify (attach additional pages under the Documents tab, if necessary). Examples of how this will address the transportation need to include (but are not limited to):

“This project will create a connection between two existing all-season routes that service the expanding commercial and residential areas in both the city of Midland and Larkin Township. This route currently serves as a bypass for the heavily congested Eastman Road commercial areas.”

“Installing ADA-compliant handicap ramps will improve safety in the area. An improved surface condition and improved road crown is expected to allow for a smoother traffic flow that can maintain a more even speed, which may reduce the amount of travel time along the route.”

“A new roadway and drive would substantially improve ease of access and minimize potential damage to goods being imported/exported from local businesses.”

Type of Improvement: Select the type of improvement that is proposed. The most common type of improvement selected is Condition, due to a deteriorating roadway.

Type of Work: Select the type of work that is proposed. For Category F applications, the two most common types of work selected are Resurfacing (3R) and Reconstruction (4R). Other types of work, including New Construction, Turn Lanes/Flares and Widening, are also eligible. Note: Preventive

Maintenance (PM) work is specifically prohibited for funding with Category F funding. For the definitions of 3R, 4R and PM types of work, consult the most current edition of the MDOT Local Agency Programs (LAP) Guidelines for Geometrics on Local Agency Projects at [https://www.Michigan.gov/documents/mdot/LAP\\_3R\\_Guidelines\\_2017\\_SIGNED\\_FINAL\\_597272\\_7.PDF](https://www.Michigan.gov/documents/mdot/LAP_3R_Guidelines_2017_SIGNED_FINAL_597272_7.PDF).

Select the appropriate Yes/No button to answer the following questions:

*Is the road currently a public road open to truck traffic? Yes or No.*

*Will the proposed transportation project be a public road open to truck traffic? Yes or No.*

Note: Due to its grant funding purpose, roadways associated with projects funded by Category F must be open to truck traffic. If No is selected, a text box will open requesting an explanation. However, the Category F grant coordinator will contact the applicant if No was selected. If mistakenly selected, the application will remain under funding consideration. If No is the actual response from the applicant, the application will be removed from further funding consideration.

*Is the road currently constructed to all-season standards? Note: All-season standards means that any legal vehicle in Michigan may use the roadway at any time of the year: Yes or No.*

*Will the proposed transportation project be constructed to all-season standards? Yes or No.*

Note: Due to its grant funding purpose, roadways associated with projects funded by Category F must be constructed to all-season design standards. If the answer to this is No, a text box will open requesting an explanation. However, the Category F grant coordinator will contact the applicant if No was selected. If mistakenly selected, the application will remain under funding consideration. If No is the actual response from the applicant, the application will be removed from further funding consideration.

Segment Length: List the project length in feet.

## Project Description

**Project Description**  
Describe the transportation project for which TEDF (Category F) funding is requested. If this project is associated with another grant proposal, please identify (attach additional pages under the Documents tab, if necessary). Also, describe how this project will address the transportation need:  

0 of 4000 characters (0%)

Type of Improvement:

Capacity  
Condition  
Safety Improvement  
Site Access

Type of Work:

New Construction  
Other  
Railroad Crossing  
Reconstruction (4R)

Functional Class:

Is this project eligible to receive federal aid? ☐ Yes ☐ No

Is the road currently a public road open to truck traffic? ☐ Yes ☐ No

Will the proposed transportation project be a public road open to truck traffic? ☐ Yes ☐ No

Is the road currently constructed to all-season standards? ☐ Yes ☐ No

Will the proposed transportation project be constructed to all-season design standards? ☐ Yes ☐ No

Segment Length (In Feet):

Figure 4 - Project Description Information



**Existing Roadway (In Feet):** Note that the information entered here should match what is shown in an uploaded cross section in the Documents tab.

**Number of Lanes:** Type in the total existing number of travel lanes.

**Total Traveled Roadway Width (Excluding Curb and Gutter):** Enter in the existing width of the roadway. If, within the project limits, the roadway width varies, select the width that is a preponderance. For example, if a project limit is 2,600 feet in length and 1,800 feet is 26 feet wide and 800 feet is 22 feet wide, input 26.

**Dedicated Parking:** Click the appropriate Yes/No button. If selecting Yes, contact the Category F grant coordinator as the state-local agreement notes that the use of Category F funding prohibits parking within the proposed project area.

**Type of Pavement:** Type in the existing type of pavement, such as bituminous, concrete, etc.

**Depth of Pavement (In Inches):** Type in the thickness of the existing pavement. Do not include base or sub-base, just the thickness of the concrete or asphalt.

**Curb and Gutter:** From the dropdown menu, select One Side, Both Sides or None.

**Shoulders (Both Sides):** If there is a 1-foot aggregate shoulder on both sides of the roadway and a 1-foot paved shoulder on both sides of the roadway (2 feet of aggregate plus 2 feet of paved), then number should be 4 feet.

**Paved Width:** Type in the paved width of the existing shoulder (include both sides of the roadway).

**Aggregate Width:** Type in the aggregate width of the existing shoulder (include both sides of the roadway).

**Total Shoulder Width:** Will self-populate based on your answers to previous two questions.

**PMS:** From the dropdown menu, choose the PMS (Pavement Management System) rating for the existing roadway or select Bridge, if applicable. NOTE: PMS Rating is also known as PASER (Pavement Surface Evaluation and Rating). For more information on this, consult the University of Wisconsin-Madison, Transportation Information Center at: <https://epd.wisc.edu/tic/topic/pavements/paser/>. PASER manuals can either be downloaded at this site or free hard copies requested via mail.

**Width of Sidewalk (Per Side):** From the dropdown menu, choose One Side, Both Sides or None.

**Feet:** Type in the width of existing sidewalk, if applicable. (If sidewalk on both sides, include total of both sides; e.g., two 5-foot sidewalks = 10.)

## Existing Roadway Information

**Existing Roadway (In Feet)**

Number of Lanes:

Total Traveled Roadway Width (Excluding Curb & Gutter):

Dedicated Parking?

☐ Yes ☐ No

Type of Pavement:

e.g. Bituminous Surface, Concrete, Gravel and Similar

Depth of Pavement (In Inches):

Curb and Gutter:

-- Select --

Shoulders (Both Sides)

Paved Width:

0

Aggregate Width:

0

Total Shoulder Width:

0

PMS Rating:

-- Select --

Width of Sidewalk (Per Side):

-- Select --

Feet:

0

Figure 5 - Existing Roadway Information

**Proposed Roadway (In Feet)** Note: the information entered here should match what is shown in an uploaded cross-section in the Documents tab.

Number of Lanes: Enter in the proposed number of travel lanes.

Total Traveled Roadway Width (Excluding Curb and Gutter): Type in the proposed total width of roadway (e.g., two 12-foot travel lanes = 24).

Dedicated Parking: Click the appropriate Yes/No button.

**Except in uncommon occurrences, contracts for projects funded with Category F will include a parking prohibition. If the answer is Yes, contact the Category F grant coordinator.**

Type of Pavement: Type in the proposed type of pavement, such as bituminous, concrete, etc.

Depth of Pavement (In Inches): Type in the thickness of the existing pavement. Do not include base or sub-base, just the thickness of the concrete or asphalt.

Curb and Gutter: From the dropdown menu, select One Side, Both Sides or None.

Shoulders (Both Sides): If the proposed shoulders are 3-foot aggregate and 3-foot paved on each side of the roadway, enter 12 (6 feet of aggregate shoulders plus 6 feet of paved shoulders).

Paved Width: Type in the paved width of the proposed shoulder (include both sides of the roadway).

Aggregate Width: Type in the aggregate width of the proposed shoulder (include both sides of the roadway).

Total Shoulder Width: Will self-populate based on your answers to previous two questions.

PMS Rating: From the dropdown menu, choose the PMS rating for the proposed roadway or select Bridge, if applicable. NOTE: PMS Rating is also known as PASER Rating. More information on PMS/PASER

ratings can be obtained through the web link provided under the Existing Roadway PMS Rating section, found above.

Width of Sidewalk: From the dropdown menu, choose One Side, Both Sides or None.

Feet: Type in the width of proposed sidewalk, if applicable. (if sidewalk on both sides include total of both sides; e.g.; two 5-foot sidewalks = 10).

Is additional ROW (Right of Way) needed? Select the appropriate Yes/No button. If Yes, a box will appear; please provide appropriate information.

The applicant is responsible for describing all social, economic, and environmental impacts. Please identify impacts below: In the text box, indicate all anticipated social, economic and environmental impacts to demonstrate that you have considered the consequences of your proposed project. Note that, as the applicant, you are responsible for complying with all local, state, and federal environmental laws, regulations and requirements for the proposed project.

### Proposed Roadway Information

<b>Proposed Roadway (In Feet)</b>			
Number of Lanes:	<input type="text"/>	Total Traveled Roadway Width (Excluding Curb & Gutter):	<input type="text"/>
Dedicated Parking?	<input type="radio"/> Yes <input type="radio"/> No		
Type of Pavement:	<input type="text"/> <small>e.g. Bituminous Surface, Concrete, Gravel and Similar</small>		
Depth of Pavement (In Inches):	<input type="text"/>		
Curb and Gutter:	<input type="text" value="-- Select --"/>		
Shoulders (Both Sides)			
Paved Width:	<input type="text" value="0"/>	Aggregate Width:	<input type="text" value="0"/>
Total Shoulder Width:	<input type="text" value="0"/>		
PMS Rating:	<input type="text" value="-- Select --"/>		
Width of Sidewalk (Per Side):	<input type="text" value="-- Select --"/>	Feet:	<input type="text" value="0"/>
Is additional R.O.W. needed?	<input type="radio"/> Yes <input type="radio"/> No		
The applicant is responsible for describing all social, economic, and environmental impacts. Please identify impacts below:			
<div></div>			
0 of 4000 characters (0%)			

Figure 6 - Proposed Roadway Information

### Traffic Information

Average Daily Traffic: List the ADT that is Existing, the projected ADT At Completion of the roadway project, and the projected ADT at 20 Years Post-Completion of the roadway project. (Note: ADT is the average number of vehicles travelling daily along a segment of roadway.) ADT information must be

based on recent traffic counts and should not be older than two years. If the project is for construction of a new roadway where none exists, input zeroes in the Existing column.

30th High Hour (DHV): List the DHV (design hour traffic volume) that is Existing, the projected DHV At Completion of the roadway project, and the projected DHV at 20 Years Post-Completion of the roadway project. DHV that was exceeded by 29 hourly traffic volumes. If DHV is unknown, use 10 percent of ADT.

Percent Commercial Vehicles: List the Percent of Commercial Vehicles that is Existing, the projected Percent of Commercial Vehicles At Completion of the roadway project, and the projected Percent of Commercial Vehicles at 20 Years Post-Completion of the roadway project. The percent of ADT that includes buses, single-units (more than 10,000 pounds GVW) and combination trailer trucks daily along a segment of roadway. The traffic information should be no older than two years. Use whole percentages only.

Level of Service (LOS): From the dropdown menu, choose the appropriate LOS that is Existing, the projected Level of Service At Completion of the roadway project, and the projected Level of Service at 20 Years Post-Completion of the roadway project.

### Traffic Information

	Existing	At Completion	20 Years Post-Completion
Average Daily Traffic	<input type="text"/>	<input type="text"/>	<input type="text"/>
30 <sup>th</sup> High Hour (DHV)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent Commercial Vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level of Service	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
<input type="button" value="Save"/> <input type="button" value="Print"/>			

Figure 7 - Traffic Information Chart Screenshot

### Explanation of Level of Service

LOS is a quality measure describing operational conditions within a traffic stream, generally in terms of such service measures as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience. Each level of service represents a range of operating conditions and the driver's perception of those conditions.

There are six levels of service that are defined, A through F, with LOS A representing the best operating conditions and LOS F the worst. The following is a graphic that may assist you in assigning the appropriate Level of Service.

# Levels of Service

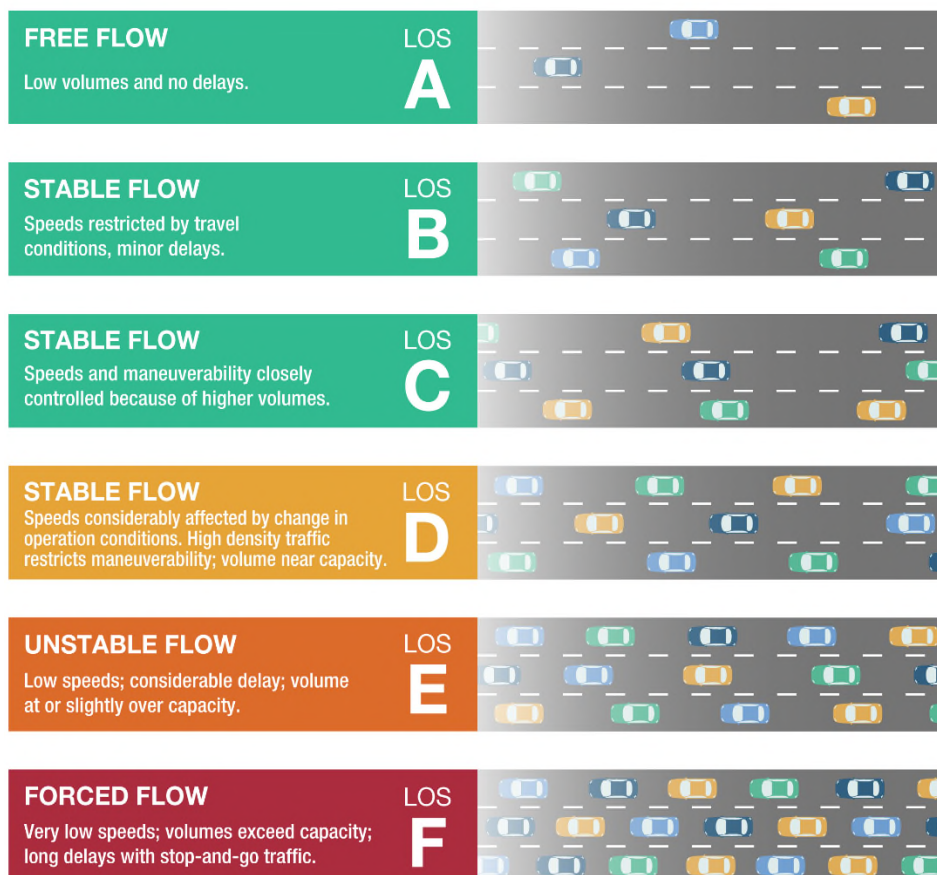


Figure 8 - Level of Service (LOS) Chart

For further guidance on assigning the appropriate [Level of Service](#), please see the Appendix.

## Additional Project Background Information

**Additional required project background information is also included in the application. Below are some sample answers and illustrations of how to answer these questions:**

*How is this project coordinated with the secondary all-season system (including TEDF Category D-funded projects)? To which all-season road(s) does this road project provide linkage?*

Examples:

“This would be one project in a series of three needed to have an all-season link from US-41 to M-26. One of the projects in the series will be completed in 2019 with Small Urban funds.”

“This project will provide a link between existing all-season roads and both recently and proposed all-season construction projects. This project will complete a missing segment needed for continuity on our secondary all-season system. This route will connect Homer, Pine River, 4 3/4 Mile, and Gordonville roads in both Homer and Mount Haley townships.”

*“What commodities are typically hauled by trucks on the road?”*

Examples:

“The most common commodities hauled along this route are aggregates and logs since there is an aggregate producer and logging company located along this route.”

“Among the commodities are steel for fabrication, recycle materials, foundry raw materials and finished aluminum products, tool and dies from the various shops, fabricated steel, and iron products. The medical response team operates an EMT service from their building, and they serve the metro area.”

“Several items, farming equipment and goods, construction equipment, aggregates, gasoline, building supplies, concrete, utility trucks, salt, cold patch and other maintenance goods, deliveries of water, groceries, supplies for businesses.”

For projects with safety considerations, summarize the accident history (two to five years) at this location:

#### **Additional Category F Project Background Information**

How is this project coordinated with the secondary all-season system (including TEDF Category D funded projects)? To which all season road(s) does this road project provide linkage?

US-10 and Jebavy provide access to Tinkham, Bryant, Rasmussen, Jagger, & Angling which are all located to the north of this intersection. This is why this intersection has become congested for left turn lanes due to the amount of traffic coming from the north to US-10

269 of 4000 characters (6%)

What commodities are typically hauled by trucks on the road?

Sand, Gravel, foundry products, consumable goods such as food and beverages. There are several all season routes located to the north of this intersection that are being delivered using this route.

200 of 4000 characters (5%)

Have overweight citations been issued on the road? ☐ Yes ☒ No

For projects with safety considerations, summarize the accident history (2-5 years) at this location:

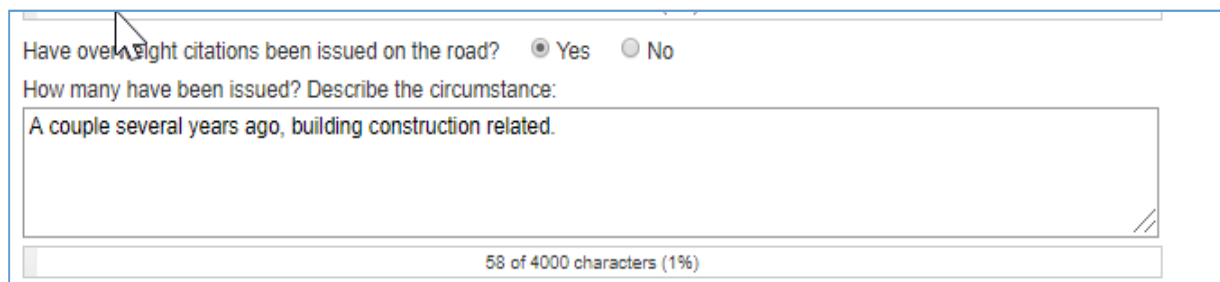
From 1/1/13 to 12/31/2015 there has been 18 accidents on this section of roadway. The majority of the accidents have been attributed to the congestion of the traffic at the intersection. About 50% of the accidents have been collisions where the 2nd vehicle has failed to stop, by trying to run the light and they ran into the back of the 1st vehicle that was stopping for the yellow/red light.

396 of 4000 characters (9%)

Figure 9 - Project Background Information Screenshot

Have overweight citations been issued on the road? Answer the Yes/No question. If the answer is Yes, a box will open to provide an explanation.

### Overweight Citations Information



Have overweight citations been issued on the road? ☒ Yes ☐ No

How many have been issued? Describe the circumstance:

A couple several years ago, building construction related.

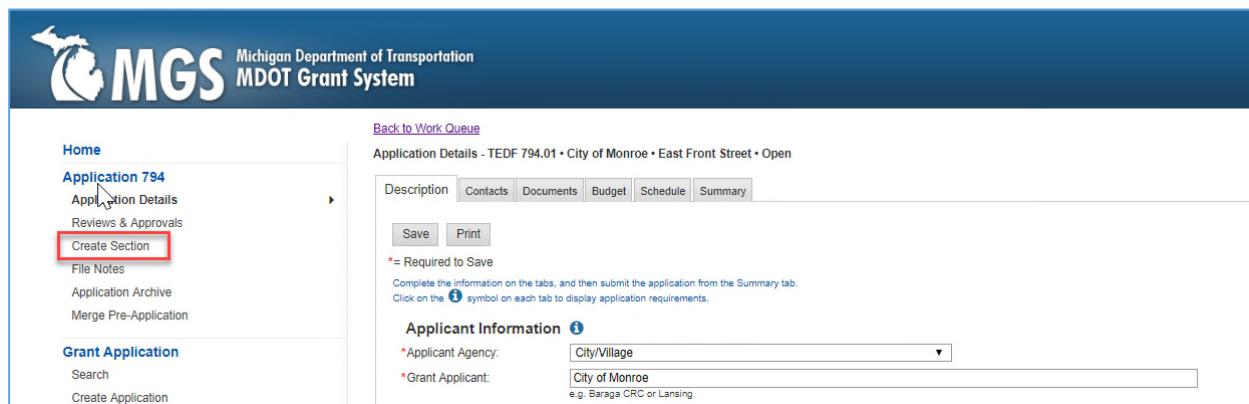
58 of 4000 characters (1%)

Figure 10 - Overweight Citations Text Box Screenshot

### Application with Multiple Sections

In certain circumstances (examples provided below), the application may need to be divided into two or more application sections. When this is the case, a new section may be created by selecting the Create Section link on the left side of the screen.

### Create Grant Section



**MGS** Michigan Department of Transportation  
MDOT Grant System

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Application Details - TEDF 794.01 - City of Monroe - East Front Street - Open

Home

Application 794

Application Details

Reviews & Approvals

Create Section

File Notes

Application Archive

Merge Pre-Application

Grant Application

Search

Create Application

Description Contacts Documents Budget Schedule Summary

Save Print

\*= Required to Save

Complete the information on the tabs, and then submit the application from the Summary tab.  
Click on the **i** symbol on each tab to display application requirements.

**Applicant Information** **i**

\*Applicant Agency: City/Village

\*Grant Applicant: City of Monroe  
e.g. Baraga CRC or Lansing

Figure 11 - Create Section Screenshot

Additional sections will require the completion of additional Description and Budget tabs for each section. All other application information will be available regardless of which application section is currently open. Contact the Category F grant coordinator for questions regarding multiple application sections.

The factors that require the creation of additional section(s) include:

- Multiple roadways.
- Multiple jurisdictions of the roadway(s) related to the application.




- Section limits should be identified at the point where the jurisdictional change begins.
- Bridges, large structures, or railroad grade crossings.
- Intersections where substantial changes are being proposed that are substantially different than the existing roadway cross-section. For example, work proposed at an intersection and not the adjacent roadways.
- Change of roadway cross-section or work type, either existing or proposed.
  - o Additional lanes (except for drive approaches and shoulders)
  - o Proposed work in a particular area will be substantially different
    - o Reconstruct versus resurface
    - o Differing proposed or existing pavement types

Example 1: This application requires work on **two** transportation projects that are part of the same commercial truck traffic route, thus two different sections:

01: Street A is currently concrete roadway that will be reconstructed using asphalt as the replacement surface.

02: Street B is currently an asphalt roadway that will be resurfaced by crushing and shaping the existing surface to create a new base and placing a new asphalt surface.

## Contacts Tab

The Contact tab is where the application preparer enters the contact information for key project stakeholders. Clicking on the information icon  on the Contacts tab will open the following list of **required** contacts. If a contact person is not included for each of the required contacts, an error message will pop up when attempting to submit the application.

At least one of each of the following contact types is required for all Category F applications:

1. Contact Person - The individual who starts the application is automatically listed as the Application Preparer. The contact person does not need to be an employee of the applicant agency. However, if the primary contact person does not work for the applicant agency, the contact information for an employee of the applicant agency must also be provided. This person will be the secondary contact and should likewise be familiar with the project details.
2. Chief Elected Official - Examples of chief elected officials include mayors, village presidents, and county road agency chairpersons. If the project crosses jurisdictional boundaries, enter the chief elected officials for all applicable jurisdictions.
3. Chief Administrative Official - The chief administrative official is the applicant's representative who has the authority to submit an application on behalf of the applicant agency. Examples include city/village managers or county road agency engineer/managers. If the project crosses jurisdictional boundaries, enter the chief administrative officials for all applicable jurisdictions.

If one person is serving multiple required roles (for example, if the chief administration official is also the contact person), you will need to enter this person's contact information more than once.

Other contacts to include are:




- The local agency's consultant, if not already listed as application preparer or contact person.

A consultant may act as the contact person for an application; however, it is the responsibility of the local agency to monitor and review all the work provided by a consultant. Major changes in scope or funding must be approved by the local agency if the updates are going to be made in MGS by the consultant.

To add a contact:

1. Click Add.
2. Complete the fields marked with a red asterisk.
3. Click Save.

## Documents Tab

Clicking on the information icon  on the documents tab, you will see the following list of required documents. **If you do not include each of the required documents, you will receive an error when you attempt to submit the application.** Note: if documents cannot be read or opened, the application will be considered incomplete. Please check that all documents open as expected after uploading them.

Supporting documentation must include the following:

1. **Maps.** County and/or local maps that clearly define the location of the proposed project(s). The maps should include:
  - a. Project limits.
  - b. Commercial traffic generator location(s).
  - c. Average daily traffic of surrounding roadways.
2. **Plan View Drawing** of the proposed project(s).
  - a. Drawing of the proposed project indicating the location where major items of work are to be performed. The drawing need not to be to scale. Items shown should include the location of additional lanes, milling, paving, shoulders, curb and gutters, storm sewers, etc.
3. **Cross-Sections.** Existing and proposed. These should be consistent with the information provided in the Description tab.
4. **Engineer's Estimate of Probable Costs.**
  - a. A separate estimate is required for each application section.
  - b. Non-participating costs (if applicable) should be shown as separate category on the estimate.

Note: Resolutions are not required unless a public road agency is doing work within the road ROW of another road agency's jurisdiction.

## Adding Documents

1. To add a Document, click Add.
2. Enter a document description (e.g., Project Location Map with Commercial Generators, Existing Cross-Section, Engineer's Estimate, etc.)

### Add Document

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Application Details - TEDF 794.01 • City of Monroe • East Front Street • Open

Description Contacts Documents Budget Schedule Summary

\* = Required

\* Document Description: Existing Cross Section

\* Document Type: Cross Section

\* File: Choose File No file chosen  
Max File Size 100 MB

Save Clear Back

Figure 12 - Adding a Document Screenshot

3. Select the appropriate document type from the dropdown menu. Some file types are for other grant programs and should not be used for Category F applications. The choices are:

For Category F Applications	Not Applicable for TEDF Applications (do not use)
Cross-Section	Audit Report
Engineer's Estimate	CMAQ EPA Diesel Emissions Quantifier
Map	CMAQ Emissions Form
Plan View Sketch	Development Form
Letter of Support	Development Site Plan
Other	Evidence of Financial Viability
Photograph	Match Certification Form Received
Resolution*	Match Certification Form Sent
	Post-Project Photos
	Post-Project Site Visit Form
	Post-Project Survey Received
	Post-Project Survey Requested
	Response to Reviews
	SRTS Action Plan
	SRTS Enrollment Plan
	SRTS Evaluation Commitment

	SRTS Infrastructure Project Description
	SRTS Non-Infrastructure Project Description
	SRTS Planning Process
	SRTS Principal Support
	SRTS Priorities Map
	SRTS School Profile
	SRTS Student Map
	SRTS Survey Report
	SRTS Travel Tally

Figure 13 - Appropriate Category F Document Types Chart

\*Resolution required when an applicant agency is performing working within another road agency's roadway ROW.

4. Click Choose File.
5. Locate the file on your computer and click Open.
6. Click Save.

#### Saving Document

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**Application Details - TEDF 794.01 • City of Monroe • East Front Street • Open**

Description Contacts **Documents** Budget Schedule Summary

\* = Required

\* Document Description: Plan View Sketch

\* Document Type: Plan View Sketch ▼

\* File: Choose File Plan View Sketch.docx  
Max File Size 100 MB

Save Clear Back

Figure 14 - Saving a Document Screenshot

7. The screen will display a message confirming the document was saved successfully, along with the uploader's MGS user name and the date the file was uploaded.
8. Repeat as needed until all documents are uploaded.

## Budget Tab

A detailed engineer's construction cost estimate is required for each separate MGS application section. The engineer's estimate(s) of probable costs, or similar, must be included in the Documents tab. The estimate should correspond with the Construction line item on the Budget tab for each application section.

### Participating Match Details Section

Insert a new row for each match source. Identify the entity providing the match (e.g., St. Clair County Road Commission, City of Muskegon Heights, Small Urban, STP, etc.), type of entity and the amount of matching funds being provided by that entity.

Complete the Participating Match Details fields as follows:

Click Add Row.

Enter the name of the match source (e.g., St. Clair County Road Commission, City of Muskegon Heights). Select the appropriate match type. This can include: City/Village, County Road Commission, Township or Other. Note: MGS gives additional match type(s) but the aforementioned are the most common used for Category F applications.

Enter the dollar amount that will be used as match for the TEDF Category F grant. The match percentage is automatically calculated as a percentage of the overall participating budget estimate.

Repeat steps 1-4 as needed to account for all the participating match sources.

### Non-Participating Details

Non-participating costs, if any, must be listed separately. Non-participating costs are for work that will be completed at the same time as the grant-related work.

Note: Preliminary Engineering and Construction Engineering should not be included.  
*Will federal funds be used on this project?* Click on the appropriate circle, Yes or No.

If the answer to the federal funds question is Yes, a box will open requiring that the type of federal funds be identified.

## Budget Information

**Budget Information**  
Indicate the anticipated costs for this project and the grant amount requested. A detailed engineer's estimate must be uploaded under Documents.

**\*Participating**

<u>Phase</u>	<u>Cost</u>	<u>Grant Request</u>	<u>Local Match</u>
Construction	\$751,543.00	\$375,000.00	\$376,543.00

**Participating Match Details**

<input type="checkbox"/>	<u>Source</u>	<u>Type</u>	<u>Amount</u>	<u>Match Percentage</u>
<input type="checkbox"/>	General Funds	City/Village	\$376,543.00	50.10%
<b>Total</b>				
			<b>\$376,543.00</b>	

**Non-Participating Details**

<input type="checkbox"/>	<u>Description</u>	<u>Amount</u>
<input type="checkbox"/>	Water Main Work	\$310,050.00

Figure 15 - Budget Information, including both Participating Match Details and Non-Participating Details

## Schedule Tab

The Schedule tab is where the application preparer enters the target dates for completing several important project milestones. It is essential that the project schedule be realistic and allow adequate time for design as well as construction.

## Project Schedule Information

Save Print

\* = Required to Save

\* Please select the option that best describes your project: Construction

Milestones <span>i</span>	Date
1. Plans and Estimate Complete:	08/14/2019
2. Grade Inspection Package submitted to MDOT:	09/13/2019
3. Right of Way Certified:	10/20/2019
4. Matching Funds Certified:	10/20/2019
5. Project Listed in Approved TIP/STIP:	08/01/2019
6. Advertisement Start Date:	11/15/2019
7. Construction Letting Date:	01/03/2020
8. Construction Start Date:	04/01/2020
9. Construction End Date:	07/31/2020

\* Will this project be paired with any other construction projects? ☐ Yes ☒ No

Additional comments about the project schedule:

Work will include water main replacement as non-participating costs. Water main work will occur during the same timeframe as construction.

139 of 4000 characters (3%)

Save Print

Figure 16 - Schedule Tab Screenshot

1. From the dropdown menu, select the option that best describes the type of project proposed in the application. The choices are Construction, Acquisition, or Other/Operations/Transit. Only one project type can be selected.
2. Enter all target dates using the mm/dd/yyyy format.

**Construction Project Milestones.** Note: it is important for the applicant to enter in project milestones two years into the future (bearing in mind that the current call for projects will always be two years in the future).

1. **Plans and Estimate Complete** - Enter the target date for completing the final construction plans and engineer's estimate. This date should be after the target date for submitting the Grade Inspection Package to MDOT and before the target advertisement start date.
2. **Grade Inspection Package submitted to MDOT** - After the plans, special provisions, and construction cost estimate are approximately 80 percent complete, the local agency may forward its package to the LAP staff engineer and request a Grade Inspection meeting. The Grade Inspection Package includes, but is not limited to, a completed MDOT LAP program application, construction plans, special provisions, cost estimate, progress clause, coordination clause, and any permit applications required for the project.

3. **Right of Way Certified** - All ROW should be secured by the grantee before the final project package is submitted. Certification includes submission and approval of Attachments A and B of the MDOT LAP or Direct Grant Program Application.
4. **Matching Funds Certified** - Certification is accomplished by adoption of a resolution by the applicant's legislative body stating that the match funding is available for expenditure on the project.
5. **Project Listed in Approved TIP/STIP** - If the project is within an MPO boundary, the applicant should notify the MPO when applying for funding. For projects outside of MPO boundaries, MDOT will take the necessary steps to include the project in the State Transportation Improvement Program (STIP) if applicable.
6. **Advertisement Start Date** - The statewide advertisement for bids typically starts five weeks before the construction letting date. Refer to the LAP website ([www.Michigan.gov/MDOTLAP](http://www.Michigan.gov/MDOTLAP)) for the current Fiscal Year Project Planning Guide, which contains milestones related to bid advertisement and letting.
7. **Construction Letting Date** - Bids are due at this time.
8. **Construction Start Date** – Beginning of the construction project. Typically, six to eight weeks after the letting date.
9. **Construction End Date** – Completion of the construction project.

#### Other Schedule-Related Questions

1. If the TEDF Category F project will be paired with another construction project, click the Yes radio button. If the TEDF Category F project is not being paired with another project, click No.
2. Clicking Yes brings up additional questions regarding management of the other construction project. Click the appropriate radio button to indicate if the project will be managed by MDOT or locally. A Yes response on either will bring up a new text box. If the other construction project has an MDOT job number, please provide it.
3. In the text box, enter a brief description of the other construction project (type of work, dates of the proposed construction, job number, etc.).

#### Summary Tab

The Summary tab is where the application preparer submits and/or prints the application. The Summary tab also provides high-level information about the application, including the applicant agency, the project name, the applicable MPO, the proposed construction letting date, and a budget summary.

## Printing the Application

To print a PDF of the application, click on the link under the Section column. Note that documents from the Documents tab are not printed as part of the application summary and must be printed separately or saved as a Zip file (refer to the Documents tab instructions).

## Submitting/Resubmitting the Application

To submit or resubmit the application, click Submit or Resubmit button.

### Project Summary Information

Resubmit Print

Click section number to print application section

**Description**

Section	Route/Street/Facility	Project Limits	Applicant	Construction Start Date
<a href="#">01</a>	Aylworth Avenue	Kalamazoo Street to Monroe Boulevard	City of South Haven	04/01/2020

**Budget**

Section	Grant Funds	Match Amount	Match Percentage	Total
01	\$375,000.00	\$376,543.00	50.10%	\$751,543.00
<b>Total</b>	<b>\$375,000.00</b>	<b>\$376,543.00</b>	<b>50.10%</b>	<b>\$751,543.00</b>

Resubmit Print

Figure 17 - Screenshot of Summary Tab, highlighting Re-Submit button

The application must be complete before it can be submitted. MGS has auto-validation features that will prevent incomplete applications from being submitted. If MGS cannot validate the application because information is missing, you will receive an error message indicating which tabs need to be corrected. After submission, the Category F grant coordinator will also validate that the application is complete. If it is not complete, it will stay in the Open status until completed and resubmitted.




## Example of Application Submission Error

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Application Details - TEDF 794.01 • City of Monroe • East Front Street • Open

**Description** **Contacts** **Documents** **Budget** **Schedule** **Summary**

 **Please correct errors on the tabs indicated.**

Click section number to print application section

**Description**

<u>Section</u>	<u>Route/Street/Facility</u>	<u>Project Limits</u>	<u>Applicant</u>	<u>Construction Start Date</u>
<a href="#">01</a>	East Front Street	Approximately 600 feet west of I-75 to eastern terminus	City of Monroe	04/16/2018

**Budget**

<u>Section</u>	<u>Grant Funds</u>	<u>Match Amount</u>	<u>Match Percentage</u>	<u>Total</u>
01	\$0.00	\$0.00	0.00%	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>

Figure 18 - Application Submittal Error Screenshot

Also, an application can be determined to be incomplete at multiple points during the application review process. The grant coordinator can reopen the application for the applicant to make the necessary changes in order to continue the review process. Incomplete applications will not be reviewed for funding.

## Section 4 - Category F Review and Scoring Process

Selection and award of TEDF Category F grants is a multi-step process that begins with the submission of the application and concludes with the formal approval by the MDOT director.

### Initial application review

Shortly after a Category F application is submitted, the Category F grant coordinator performs an initial review. The grant coordinator reviews each application to ensure that the roadway associated with the application is located within an urbanized area of a rural county, and that the roadway is federal aid-eligible. If both tests are met, the application is deemed eligible and will be reviewed further. If those tests are not met, the grant coordinator may contact the Bureau of Transportation Planning to see if any

changes are underway that would render the roadway eligible and will be completed by the time the application period closes (before the final funding decision). If not, the application is considered ineligible and receives no additional review. Shortly after the application deadline closes, the grant coordinator will notify the agency, in writing, the reason for the application being ineligible.

At the same time, the grant coordinator may review the application for missing information, incongruences between data entered on different forms and tabs, missing documents, and anything else necessary to ensure a complete application. If the application is not complete enough to allow for a field visit to be conducted, the grant coordinator may contact the applicant to request the missing information.

Note: At any point in the application and scoring process, the grant coordinator may enlist the expertise of one of the department's engineers to aid with technical questions. These questions may include whether the requested grant amount and local match indicated in the application are adequate to do the proposed work.

### **Site Visits**

Once the initial review is completed, the Category F grant coordinator performs site visits for each application. The purpose of the site visit is to verify the information provided in the application. The grant coordinator notes how closely the requested project conforms with the goals and objectives of the Category F program. In addition, the grant coordinator photographs the project area for future reference while scoring to document that the location was reviewed and for potential inclusion in program literature or reports.

### **Scoring Review**

After all Category F site visits are completed, the grant coordinator begins to score all the applications and enter the scores into MGS. The scoring is composed of a Direct Score that includes how well the proposed project relates to providing all-season route continuity, the percentage of commercial traffic, the existing physical condition of the roadway, and proposed safety improvements.

In addition, there are small modifiers to the Direct Score that may increase or decrease the final scores. These include modifiers for geographic distribution, prior Category F projects, intermodal opportunities, and all-season system expansion. Additional consideration may be given for match exceeding the 20 percent statutory match.

### **Final Review**

Based on the information obtained throughout the process and entered in MGS, a ranking of the eligible applications is created. The grant coordinator checks MGS output to confirm the accuracy of the inputted data and finalizes the selection of the applications that will be recommended to receive funding. The Category F grant coordinator next meets with the TEDF program manager to review the applications. During the review, the grant coordinator provides a brief summary of each application and outlines the rationale behind the assigned scores used to develop the funding recommendations. After discussing the projects recommended for funding, the project manager concurs and supports the grant coordinator's recommendations.

## Approval

Based on the scores, rankings, and available funds, the grant coordinator provides their funding recommendations to the OED administrator. These recommendations may also include the level of funding to provide for an individual application and the scope of the work approved.

After concurrence, the OED administrator forwards these recommendations to the MDOT director for concurrence and approval.

## Section 5 - Implementation

After an application has been approved, the OED notifies the grantee of the award. The OED then analyzes the most appropriate way to implement the grant. The two implementation methods are through the MDOT LAP Unit or by direct grant.

### MDOT LAP

MDOT LAP staff provide oversight for city, village, and county road and bridge construction projects. The grantee agency performs preliminary engineering activities, with advice from LAP staff engineers, who also attend or lead various project meetings. When the final plans, specifications, and estimates are complete, projects are coordinated through LAP staff to be included in an MDOT letting. This includes obligation of funds, assembling proposals, completion of various computer records, preparation and processing of addenda, and several other tasks. For more information on MDOT LAP, visit [www.Michigan.gov/MDOTLAP](http://www.Michigan.gov/MDOTLAP).

### Direct Grant

Based on the complexity of the project, nature of the match source and previous experiences implementing grant-funded road projects, the grantee may be offered the opportunity to implement their project utilizing the direct grant process. This process allows the grantee to manage TEDF projects with local letting and oversight. If your project qualifies for a direct grant, a coordination meeting will be scheduled by the Category F grant coordinator.

## Section 6 - Enabling Legislation

### Enabling Legislation

Below are the relevant acts and portions of acts that fund and enable TEDF.

**STATE TRUNK LINE HIGHWAY SYSTEM (EXCERPT) Act 51 of 1951**

**247.660 Michigan transportation fund; establishment; use of appropriated money; programs; allocation to transportation economic development fund; establishment of local bridge fund and regional bridge councils; distribution and allocation of money; report; rules; selection of bridge projects for funding; availability of list to interested parties; implementation of bridge project by county road commission, city, or village.**

Sec. 10. (1) A fund to be known as the Michigan transportation fund is established in the state treasury as a separate fund. The state treasurer may receive money or other assets from any source for deposit into the fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments. Except as provided in this act, no other money, whether appropriated from the general fund of this state or any other source, shall be deposited in the Michigan transportation fund. Except as otherwise provided in this section, the legislature shall appropriate money for the necessary expenses incurred in the administration and enforcement of the motor fuel tax act, 2000 PA 403, MCL 207.1001 to 207.1170, the motor carrier act, 1933 PA 254, MCL 475.1 to 479.42, and sections 801 to 810 of the Michigan vehicle code, 1949 PA 300, MCL 257.801 to 257.810. Money appropriated for necessary expenses shall be based upon established cost allocation methodology that reflects actual costs. Appropriations for the necessary expenses incurred by the department of state in administration and enforcement of sections 801 to 810 of the Michigan vehicle code, 1949 PA 300, MCL 257.801 to 257.810, shall be made from the Michigan transportation fund and from money in the transportation administration collection fund created in section 810b of the Michigan vehicle code, 1949 PA 300, MCL 257.810b. Appropriations from the Michigan transportation fund for the necessary expenses incurred by the department of state in administration and enforcement of sections 801 to 810 of the Michigan vehicle code, 1949 PA 300, MCL 257.801 to 257.810, shall not exceed \$20,000,000.00 per state fiscal year. Except as provided in section 51d of the income tax act of 1967, 1967 PA 281, MCL 206.51.

(j) \$36,775,000.00 to the state trunk line fund for subsequent deposit in the transportation economic development fund, with first priority for allocation to debt service on bonds issued to fund transportation economic development fund projects. In addition, \$3,500,000.00 is appropriated from the Michigan transportation fund to the state trunk line fund for subsequent deposit in the transportation economic development fund to be used for economic development road projects in any of the targeted industries described in section 9(1)(a) of 1987 PA 231, MCL 247.909.

**MICHIGAN VEHICLE CODE (EXCERPT) Act 300 of 1949**

**257.819 Disposition and use of revenues from increases in fees.**

Sec. 819. (1) Except as otherwise provided in this section, revenue from the increases in fees provided in 1987 PA 232 shall be deposited in the transportation economic development fund established in section 2 of 1987 PA 231, MCL 247.902, and shall not be appropriated for any other purpose in any act making appropriations of state funds.

## TEDF-Enabling Legislation

### **TRANSPORTATION ECONOMIC DEVELOPMENT FUND Act 231 of 1987**

An Act to create a transportation economic development fund in the state treasury; to prescribe the uses of and distributions from this fund; to create the office of economic development and to prescribe its powers and duties; to prescribe the powers and duties of the state transportation department, state transportation commission, and certain other bodies; and to permit the issuance of certain bonds.

To access P.A. 231 of 1987, Transportation Economic Development Fund, go to <http://legislature.mi.gov/doc.aspx?mcl-act-231-of-1987>.

# Appendix

## Using the Physical Reference (PR) Tool

(<https://www.mcgi.state.mi.us/prfinder/>)

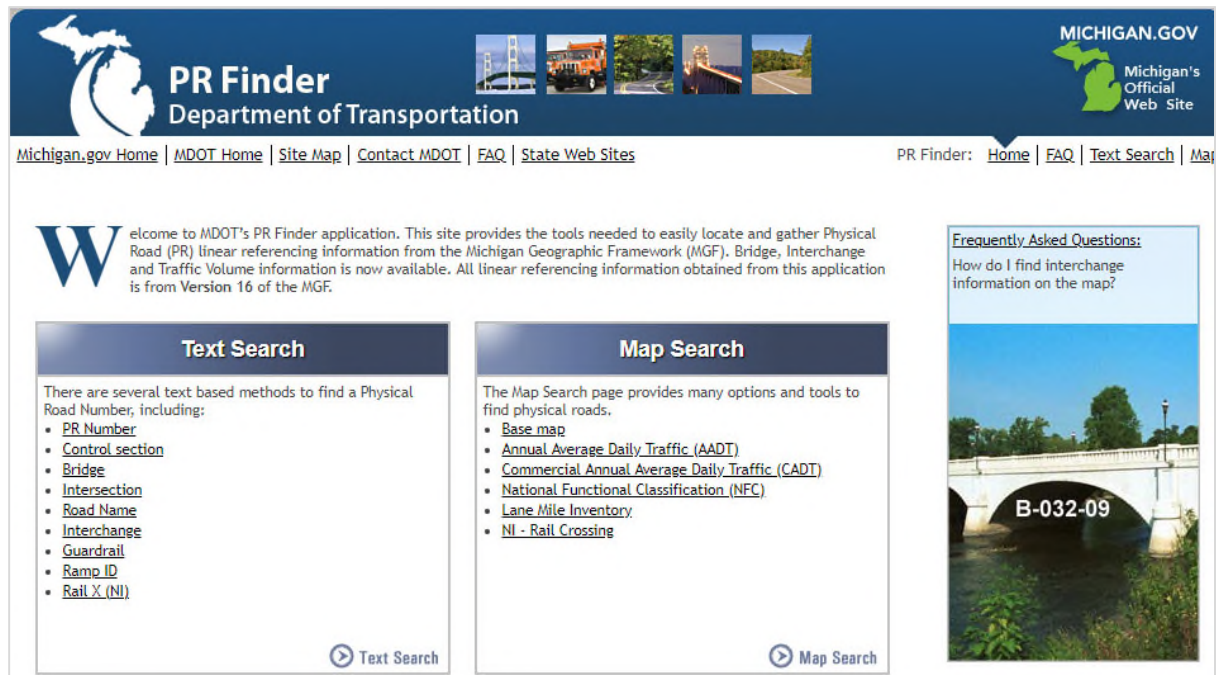


Figure 19 - PR Finder Tool Screenshot

- Click Base Map under Map Search.
- Zoom to the project location, click Identify on the toolbar, and select PR/CS.

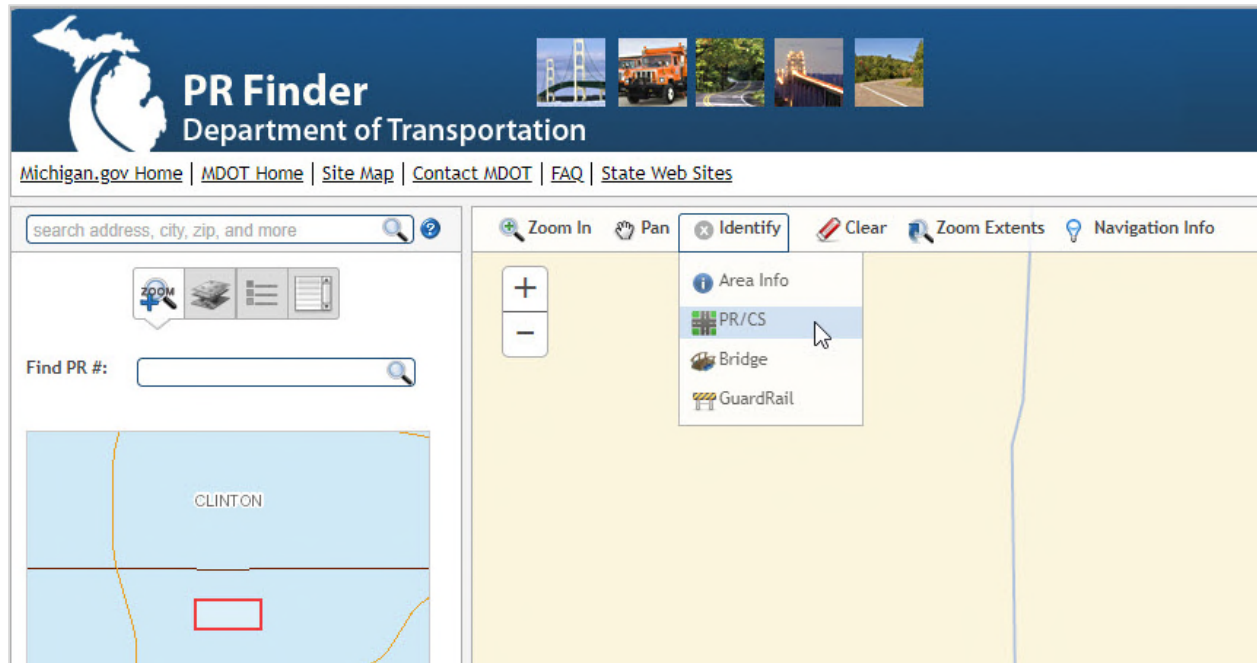


Figure 20- PR Finder PR Selection Screenshot

- Once PR/CS has been selected, click the road in question to identify the PR number and enter this number into the PR number field in MGS. If the project is located on or adjacent to multiple roads, identify and enter additional PR numbers as needed.

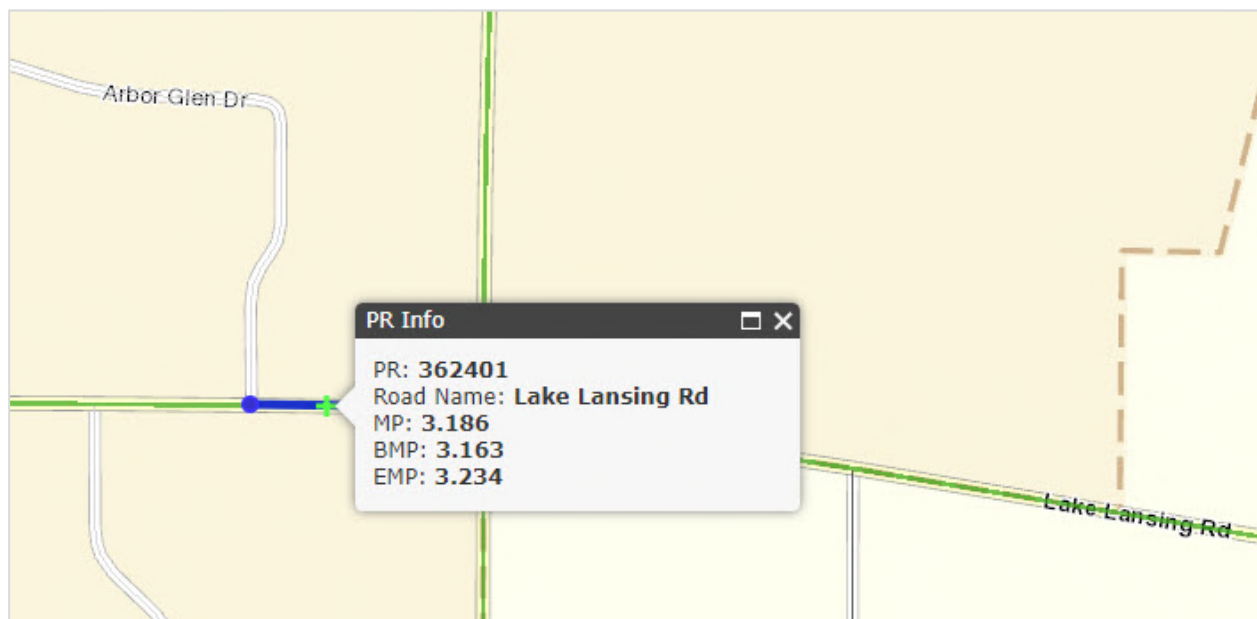


Figure 21 - PR Finder Segment Selection Screenshot

## Further Level of Service (LOS) Guidance

### **LOS A**

The highest quality of traffic service, when motorists can travel at their desired speed.

Completely free-flow conditions.

Vehicles are almost completely unimpeded in their ability to maneuver within the traffic stream.

Progression is extremely favorable and most vehicles arrive during the green phase of a traffic light.

### **LOS B**

There is reasonable free flow of traffic and free flow speeds are maintained.

Average speeds are the same as in LOS A.

The ability to maneuver within the traffic stream is only slightly restricted and the general level of physical and psychological comfort provided to drivers is still high.

The effects of minor incidents and point breakdowns are still easily absorbed.

### **LOS C**

There is a free flow of traffic with speeds at or near the free flow speed (FFS). Freedom to maneuver within the traffic stream is noticeably restricted and lane changes require more care and vigilance on the part of the driver. Minor incidents may still be absorbed, but the local deterioration in service will be substantial. Queues may be expected to form behind any significant blockage.

There are further increases in traffic flow (compared to LOS B), resulting in noticeable increases in platoon formation, platoon size, and frequency of passing impediments.

Although traffic flow is stable, it is susceptible to congestion due to turning traffic and slow-moving vehicles.

On multilane highways with an FFS above 50 mi/h, the travel speeds reduce somewhat. Minor disruptions can cause serious local deterioration in service and queues will form behind any significant traffic disruption.

### **LOS D**

Travel speed is reduced by increasing volume of traffic. Only minor disruptions can be absorbed without extensive queues forming and the service deteriorating. Traffic density begins to increase somewhat more quickly. The traffic flow is unstable.

The ability to maneuver is severely restricted due to traffic congestion. The driver experiences reduced physical and psychological comfort levels.

Passing demand is high but passing capacity approaches zero.



Turning vehicles and roadside distractions cause major shock waves in the traffic stream.

The influence of congestion becomes more noticeable

### **LOS E**

Operations are at or near capacity, an unstable level. The densities vary, depending on the FFS. Vehicles are operating within the minimum spacing for maintaining uniform flow. Disruptions cannot be dissipated readily, often causing queues to form and service to deteriorate to LOS F.

Passing is impossible. Platooning becomes intense as slower vehicles or other interruptions are encountered.

The physical and psychological comfort afforded the driver is poor.

### **LOS F**

This level is considered unacceptable to most drivers.

It represents a breakdown in vehicular flow.

Heavily congested flow with traffic demand exceeding capacity. Volumes are lower than capacity and speeds are highly variable.

LOS F conditions generally exist within queues forming behind breakdown points.

Although operations at these points, and on sections immediately downstream, appear to be at capacity, queues form behind these breakdowns. Operations within queues are highly unstable, with vehicles experiencing brief periods of movement followed by stoppages.

It occurs either when vehicles arrive at a rate greater than the rate at which they are discharged or when the forecast demand exceeds the computed capacity of a planned facility.

#### **If you need more information about LOS:**

Refer to the 2010 Highway Capacity Manual (<http://hcm.trb.org/?qr=1>).

Contact your local road agency.

Contact Karen Faussett at MDOT at 517-335-2956.

Requesting Access to MGS

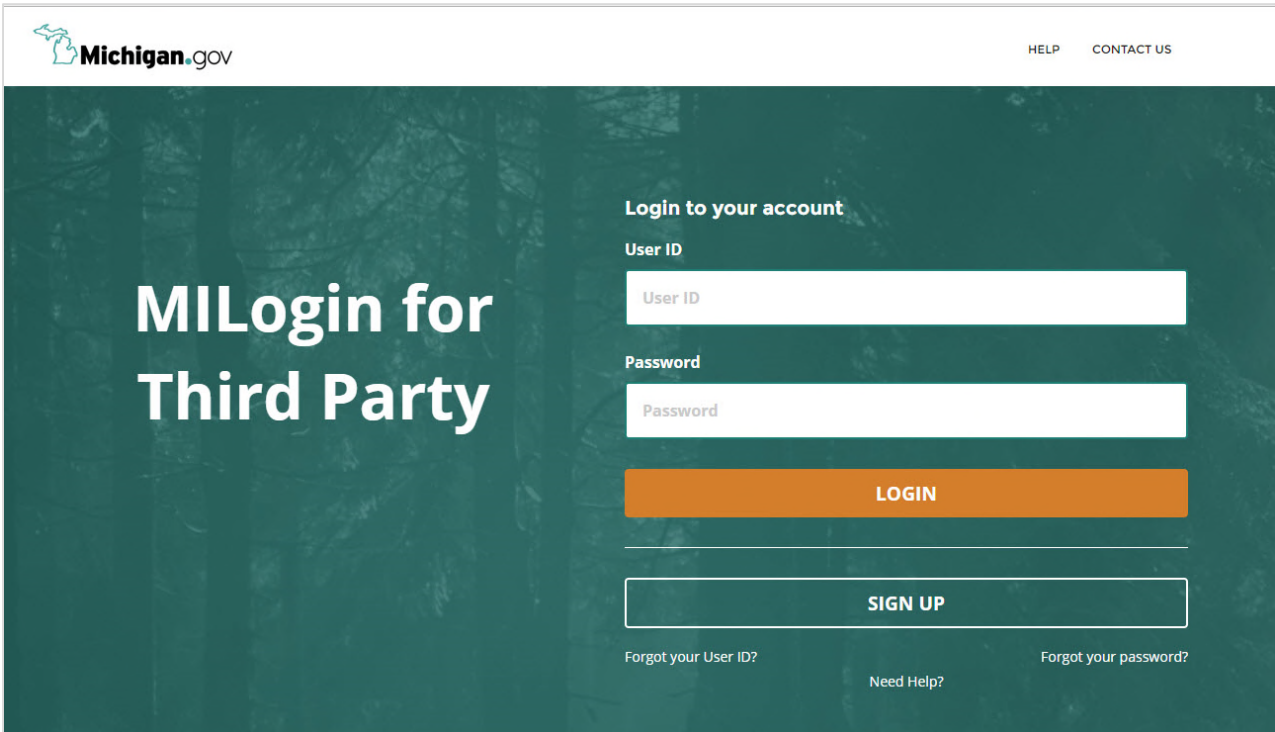
### **Introduction**

All Category F grant applications must be submitted online through MGS.

## MGS Access

The first step in the application process is to create a MILogin user account. MILogin is a web portal that allows users to access multiple State of Michigan applications with a single ID and password. If you do not have a MILogin account, follow the steps below to create one. If you already have a MILogin account but don't have access to MGS, begin with step 13.

1. Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Go to <https://milogintp.Michigan.gov>.
3. Click Sign Up.



Michigan.gov

HELP CONTACT US

# MILogin for Third Party

**Login to your account**

User ID

Password

**LOGIN**

**SIGN UP**

[Forgot your User ID?](#) [Need Help?](#) [Forgot your password?](#)

Figure 22 - MILogin Login Screenshot

4. Complete all required fields.

# Create Your Account

1

2

3

Profile InformationSecurity SetupConfirmation

## Profile Information

Enter your profile information

\* Required

* First Name	Middle Initial	* Last Name	Suffix
<input type="text" value="Nick"/>	<input type="text"/>	<input type="text" value="Alexander"/>	<input type="text"/>

* Email Address	* Confirm Email Address
<input type="text" value="nick.alexander@gmail.com"/>	<input type="text" value="nick.alexander@gmail.com"/>

* Work Phone Number	Mobile Number
<input type="text" value="517-241-1317"/>	<input type="text" value="517-290-9691"/>

\* Verification Question: "doctoring" has how many letters?

☒ I agree to the [terms & conditions](#).

NEXT

RESET

Figure 23 - Create MILogin Account Screenshot

5. Read the Terms and Conditions and check the I agree to the terms & conditions box.
6. Click Next.

7. Create your user ID and password following the listed guidelines.

**Create Your Account**

1 Profile Information 2 Security Setup 3 Confirmation

### Security Setup

Provide user id and password information to complete your profile

\* Required

\* User ID

alexandern2623 ✓

✓ This User ID is available

\* Password

..... ✓

\* Confirm New Password

..... ✓

**User ID guideline:**

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smith9999.

**Password Guidelines:**

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$#,%@-~^&\*~\_+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

Figure 24 - MILogin Security Setup Screenshot

8. Select your preferred password recovery method(s).

## \* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



### \* Mobile (Text/SMS)

517-290-9691

This mobile number will be used to receive a PIN for resetting forgotten password/additional authentication.

- By selecting "Mobile" option, you agree to receive text messages on your mobile number.
- Standard message & data rates may apply.

CREATE ACCOUNT

BACK

Figure 25 - MILogin Security Options Screenshot

9. Click Create Account.

10. Verify your account via the chosen security option and click Confirm.

## Verify Personal Identification Number (PIN)

\* Required

\* PIN

Enter the PIN

RESEND PIN

- Please enter the PIN received on your mobile.
- If you did not receive the PIN, click "Resend PIN" button.

BACK ↩

CONFIRM

Figure 26 - MILogin PIN Verification Screenshot

11. The screen will display a message confirming your account was successfully created.
12. Click Login.

## Create Your Account

1

2

3

✓ Profile Information

✓ Security Setup

Confirmation

### Confirmation

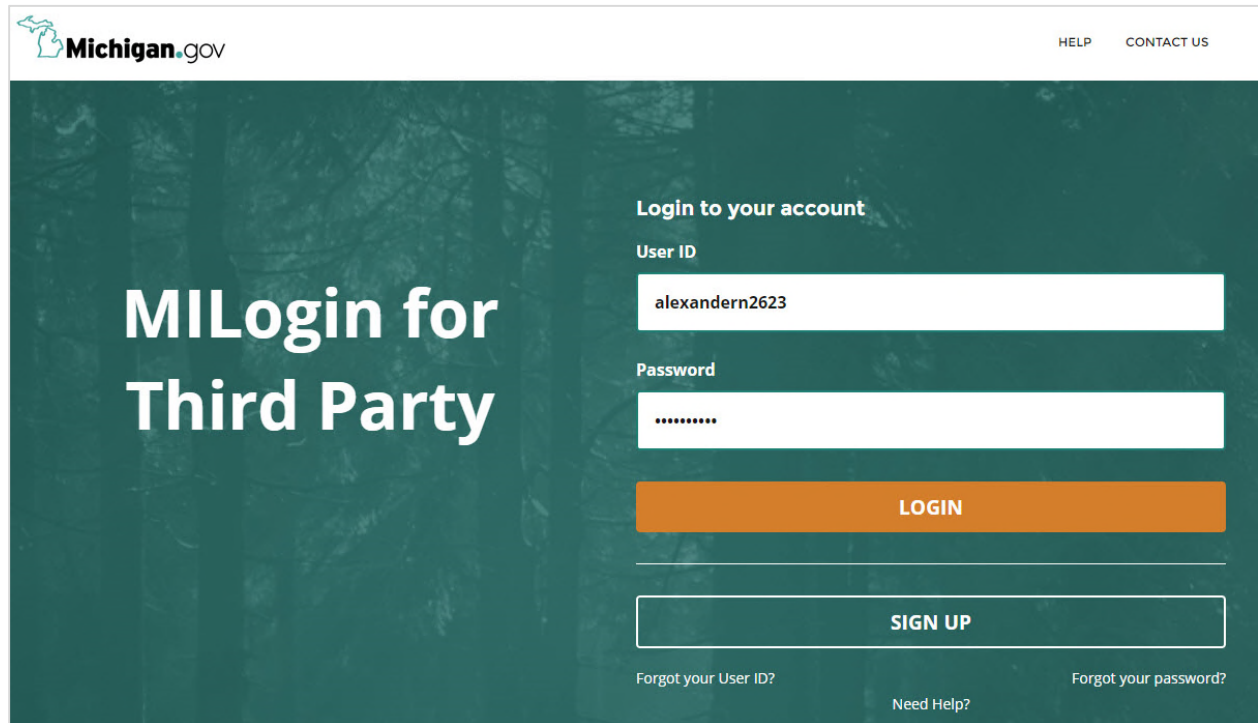
✓ Success

Your account has been successfully created.

LOGIN

Figure 27 - MILogin Account Confirmation Screenshot

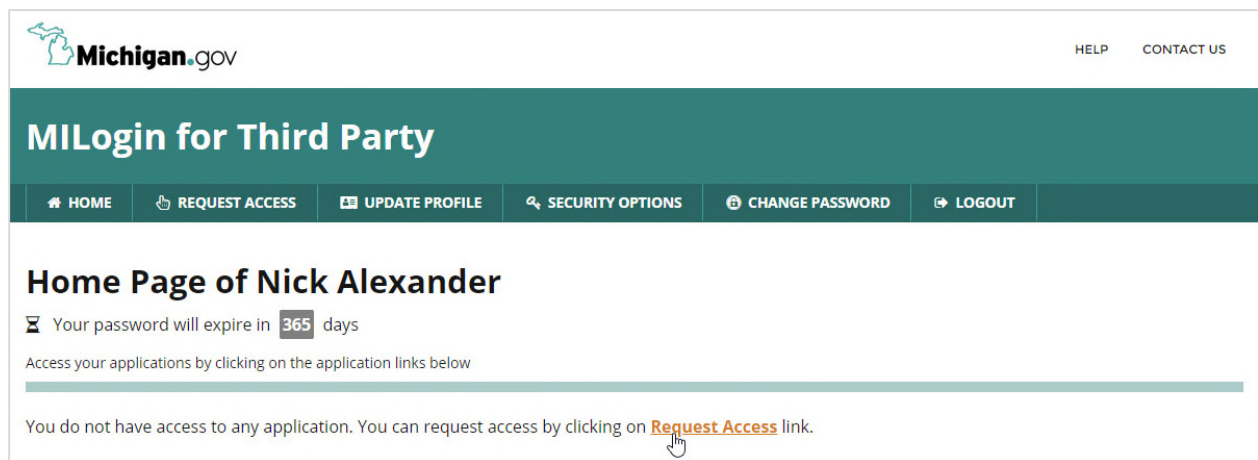
13. Enter your user ID and password and click Login.



The screenshot shows the Michigan.gov MILogin for Third Party login page. The page has a dark teal background with a white Michigan map logo and the text "Michigan.gov" in the top left. In the top right, there are links for "HELP" and "CONTACT US". The main heading "MILogin for Third Party" is in large white text. To the right, there is a login form with the heading "Login to your account". The form includes a "User ID" field with the text "alexandern2623", a "Password" field with masked characters "\*\*\*\*\*", an orange "LOGIN" button, and a white "SIGN UP" button. Below the buttons, there are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?".

Figure 28 - MILogin Third Party Access Screenshot

14. Click on the Request Access link.



The screenshot shows the Michigan.gov MILogin Request Access page. The page has a dark teal header with the Michigan.gov logo and "Michigan.gov" text. In the top right, there are links for "HELP" and "CONTACT US". The main heading "MILogin for Third Party" is in large white text. Below the header, there is a navigation bar with links: "HOME", "REQUEST ACCESS", "UPDATE PROFILE", "SECURITY OPTIONS", "CHANGE PASSWORD", and "LOGOUT". The main content area has the heading "Home Page of Nick Alexander". Below this, there is a message: "Your password will expire in 365 days". A section titled "Access your applications by clicking on the application links below" contains a horizontal line. Below the line, there is a message: "You do not have access to any application. You can request access by clicking on [Request Access](#) link." A mouse cursor is pointing at the "Request Access" link.

Figure 29 - MILogin Request Access Screenshot

15. From the Select Agencies dropdown menu, select Michigan Department of Transportation.

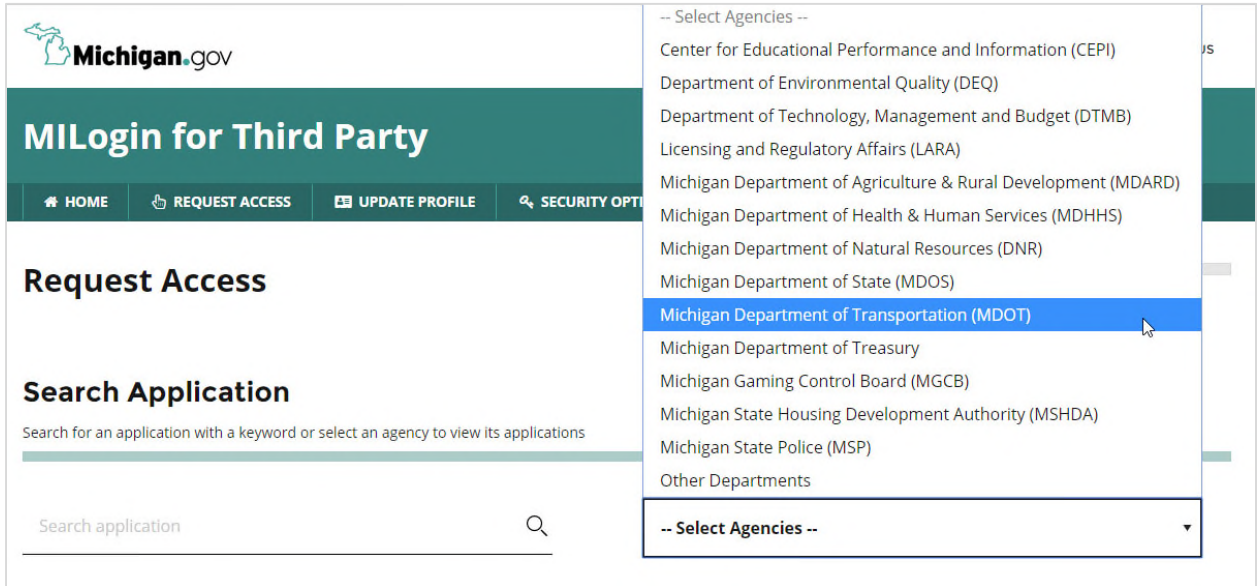


Figure 30 - MILogin Request Access to MDOT Applications Screenshot

16. Select MDOT Grant System from the list of applications.



## Search Application

Search for an application with a keyword or select an agency to view its applications



Michigan Department of Transportation (MDOT) ▼



Michigan Department of Transportation (MDOT)

1391 Annual Employment Report

AASHTOWare Project

FICS - Fabrication Inspection and Construction System

Intermodal Management System (IMS)

MDOT - LARS - Local Agency Reimbursement System

MDOT 2124A Employment Reporting System(MERS)

MDOT ADARS - Act 51 Distribution and Reporting System

MDOT Aeronautics Program Manager

MDOT Bus and Limo Regulatory Information System

MDOT DBE Commitments Awards and Payments-Public

[MDOT Grant System](#)

MDOT Inspector/Reviewer

Figure 31 - MILogin Request Access to MGS Screenshot

17. Click Request Access.



Figure 32 - MILogin Request Access Screenshot

18. You will receive an automated e-mail confirming that your account was created successfully.

19. Verify your e-mail address and phone number and click Submit.

20. The screen will display a message confirming your request for access was successful.

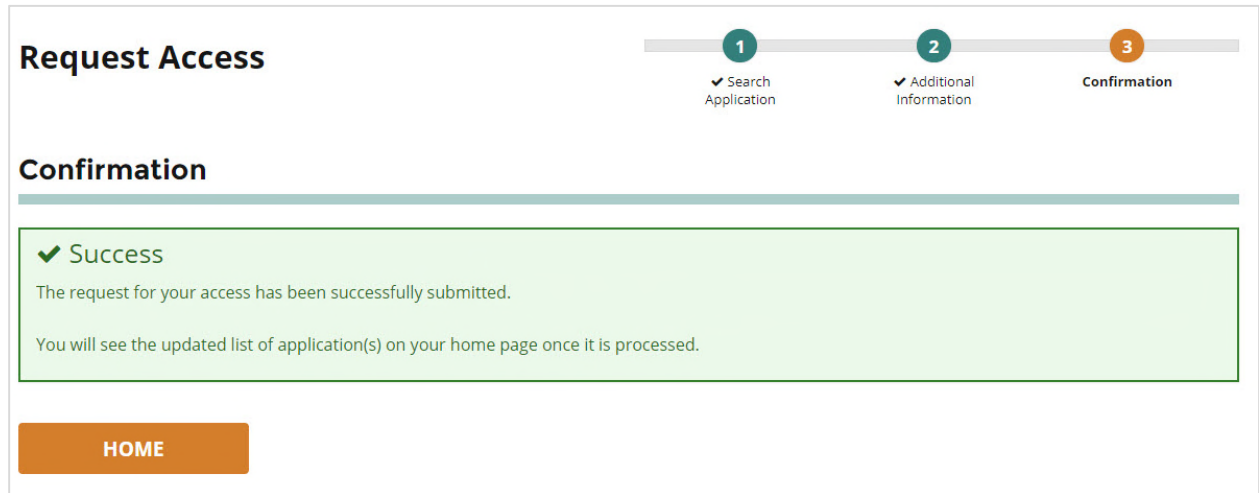


Figure 33 - MILogin Access Confirmation Screenshot

21. Click Home to go to your homepage.

22. Click MDOT Grant System to access MGS.

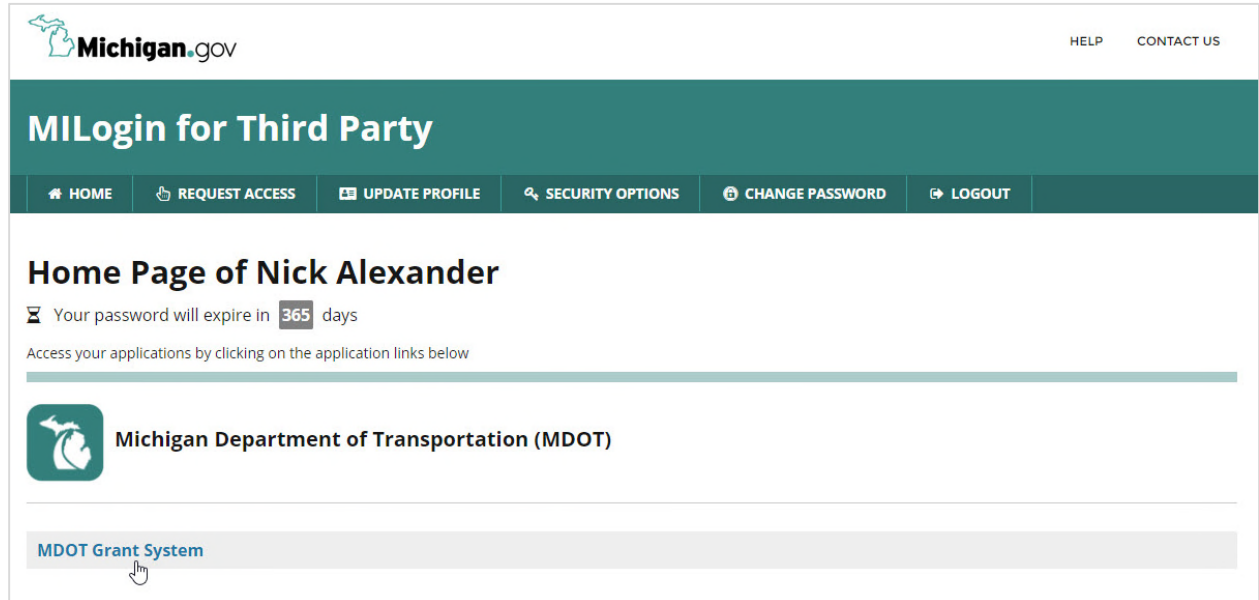


Figure 34 - MILogin Home Page Access Screenshot

23. Contact the MDOT OED at 517-335-1069 if you require assistance with creating your account.

## Category F Frequently Asked Questions

What road agencies are eligible to apply for Category F funding?

How can I determine if my proposed project is eligible for Category F funding?

Are local (non-federal aid-eligible) roadways eligible for Category F funding?

How do I get my roadway classified as federal aid-eligible?

Are Category F funds federal or state funding?

Can Category F funding be matched with Category A (target industry) funding?

When should I start working with the Category F grant coordinator?

When are applications accepted for Category F funding? Is there a deadline?

Can a Category F application be submitted by e-mail or through the mail?

When are Category F grant funding decisions made?

If my application is selected for a Category F grant, when does the funding become available?

Is there maximum amount of Category F funding that can be requested?

What are the match requirements for a Category F grant?

Can I count costs associated with preliminary engineering, construction engineering or right-of-way acquisition costs toward my local match?

Can my agency submit more than one Category F grant per grant application cycle?

Is Category F funding available for routine maintenance activities, like chip sealing, crack sealing or ultra-thin overlays?

What documents are required to submit a Category F application?

Are resolutions from the applicant agency required to submit a Category F application?

If my project is awarded funding, is it required to be listed on the Statewide Transportation Improvement Plan/Transportation Improvement Plan (STIP/TIP)?

## What road agencies are eligible to apply for Category F funding?

Cities, villages and county road agencies that have federal aid-eligible routes located with urban areas (5,000 or more in population) located within rural counties (defined as a population of 400,000 or fewer) are eligible to apply for Category F funding. For transportation purposes, urban areas are known as the Adjusted Census Urban Boundary (ACUB). Eligible federal aid routes for Category F are roadways classified as: Minor Collector, Major Collector, Minor Arterial, and Principal Arterial.

## How can I determine if my proposed project is eligible for Category F funding?

Applicants can determine eligibility by accessing MDOT's National Functional Classification (NFC) interactive GIS map (<http://www.mcgi.state.mi.us/nfc/#>). Eligible federal aid routes are one of the default NFC map layer(s). To determine if the proposed project location is within the federal ACUB of a specific community, a user can turn the ACUB layer on by clicking the box next to it. Note: clicking the box next to the ACUB label, will obscure the street/road names, so the user will also want to click on the box labeled Street Labels to see street/road names while the ACUB layer is turned on.

## Are local (non-federal aid-eligible) roadways eligible for Category F funding?

No. Roadways proposed for Category F funding must be federal aid-eligible (federal aid classifications include: Minor Collector, Major Collector, Minor Arterial and Principal Arterial).

## How do I get my roadway classified as federal aid-eligible?

A local agency proposing a roadway be re-classified as federal aid-eligible must obtain concurrence from both MDOT and the Federal Highway Administration (FHWA). For more information, you can contact Austin Himmelein, MDOT transportation planner, at 517-241-3437 or [HimmeleinA1@Michigan.gov](mailto:HimmeleinA1@Michigan.gov).

## What kinds of funds may be used to match Category F?

Category F funds are state grant dollars derived from the State of Michigan's motor fuel tax and vehicle registration fees. Other than Category A (target industry), any other funding source eligible to be used for roads may be used as match for Category F. This can include local sources of funding (such as Act 51, local millage, street funds, or federal Small Urban or Surface Transportation Program funding).

## When should I start working with the Category F grant coordinator?

Applicants should start working with the Category F grant coordinator before the annual call for Category F projects opens in mid-February.

## When are applications accepted for Category F funding? Is there a deadline?

During the annual Category F call for projects. Specific dates are published prior to the call for projects opening. The call for projects opens in late winter. For example, the 2021 Category F call for projects will open in late winter 2019.

## When are Category F grant funding decisions made?

Category F grant funding decisions are typically made in late fall each calendar year.

## If my application is selected for a Category F grant, when does the funding become available?

If selected, Category F funding becomes available at the start of the State of Michigan's fiscal year related to a specific year's call for projects. For instance, if an application is selected for 2020 funding, the Category F funds become available on Oct. 1, 2019, which is the beginning of the State of Michigan's 2020 fiscal year.

## Is there maximum amount of Category F funding that can be requested?

Yes. The maximum grant amount that can be requested is \$375,000 per application.

## What are the match requirements for a Category F grant?

A minimum 20 percent local match is required. However, overmatch is taken into consideration when reviewing applications.

## Can I count costs associated with preliminary engineering, construction engineering or right-of-way acquisition costs toward my local match?

No. The only eligible match for a Category F grant is cash (agency's share of construction costs). No in-kind activities are permitted to serve as match.

## Can my agency submit more than one Category F grant per grant application cycle?

Yes. However, due to the limited amount of annual Category F funding (\$2.5 million), it is unlikely an agency submitting multiple applications in the same grant cycle would receive funding for more than one application.

## Can a Category F application be submitted by e-mail or through the mail?

No. All Category F applications must be submitted through the MDOT Grant System (MGS) at: <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>. This requires setting up a user account if one has not already been created.

## Is Category F funding available for routine maintenance activities, like chip sealing, crack sealing or ultra-thin overlays?

No. Preventive maintenance (PM) activities are not eligible for Category F funding. Category F funding is only available for resurfacing (3R) or reconstruction projects (4R). For the definitions of PM, 3R and 4R projects, please consult the current MDOT LAP Guidelines for Geometrics on Local Agency Projects at [https://www.Michigan.gov/documents/mdot/LAP\\_3R\\_Guidelines\\_2017\\_SIGNED\\_FINAL\\_597272\\_7.PDF](https://www.Michigan.gov/documents/mdot/LAP_3R_Guidelines_2017_SIGNED_FINAL_597272_7.PDF).

## What documents are required to submit a Category F application?

- County or local maps that clearly define the location of the proposed project(s);
- Plan view drawing of the proposed project(s);
- Cross-sections – existing and proposed; and
- Engineer’s estimate of probable costs.

For more information, contact Category F grant coordinator Matt Wiitala at 517-241-2152 or [WiitalaM@Michigan.gov](mailto:WiitalaM@Michigan.gov).

## Are resolutions from the applicant agency required to submit a Category F application?

Typically, no. However, a resolution is required if the applicant agency is proposing work (or implementing a project) on another eligible agency’s roadway. A resolution will be required from the applicant agency. The other eligible agency will also need to submit a resolution stating that they support the applicant agency working on its roadway and/or implementing a Category F project on its behalf.

## If my project is awarded funding, is it required to be listed on the Statewide Transportation Improvement Plan/Transportation Improvement Plan (STIP/TIP)?

Category F funds are state transportation funds. If the project is funded with Category F funding and local match, the project would not typically be required to be listed on the S/TIP. However, listing on the S/TIP varies by MPO/TMA area, so please consult with the appropriate MPO as to its policies regarding project S/TIP listing. If the state Category F funding is proposed to be paired with federal aid (Surface Transportation Program funding or Small Urban funding, for example), the project must be listed on the STIP/TIP. If the project only has state Category F funding and local (non-federal) match, and the project is located within an MPO or TMA boundary, consult the appropriate MPO for its STIP/TIP listing requirements at <https://www.fhwa.dot.gov/midiv/midivmpo.cfm>. If the project is in a rural area, and paired with federal aid, the project would be listed on the appropriate rural task force STIP/TIP. For Category F funding paired with non-federal match, consult the appropriate RTF listed at [https://www.Michigan.gov/MDOT/0,4616,7-151-9621\\_17216\\_54903---,00.html](https://www.Michigan.gov/MDOT/0,4616,7-151-9621_17216_54903---,00.html).